

OFFICE OF TRAINING

NOTICE
No. 6-66

17 May 1966



SUBJECT: Guest Speakers in OTR Courses

1. Non-OTR Agency officers are regularly used as guest speakers in OTR courses. As might be expected, the effective speakers are invited to lecture by more than one school. The DTR would like an indication of the workload of these busy supporters of the training mission as well as a timely notification of their scheduled presentations.

2. Effective with the publication of this notice, the Registrar will be responsible for maintaining guest speaker workload statistics and for timely notification of scheduled presentations.

3. In order to establish a data base each school is requested to submit to the Registrar by close of business, 27 May, for the period 1 January 1966 to date, guest speaker names, courses, and dates of presentations. To keep the information current, each school will submit weekly to the Registrar a schedule of guest speakers for the following week and report changes as they occur.

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John Richardson
Director of Training

Distribution:
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